

## MINUTES OF OCH/G STAFF MEETING, 9 AUGUST 1954

25X1A9A PRESENT: [REDACTED]

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1. [REDACTED] reported that consideration is being given to an Oral Briefing Course for ORR. It would require two hours a day, two days per week for six weeks. This course presumably trains for formal briefings, but may cover other types as well. Geographic Area personnel do little formal briefing, although it is not known how much briefing of the Clark Committee will be required. [REDACTED] commented that the ORR panel in the CIA Orientation Course needs some improvement. [REDACTED] requested that each division chief let him know who will be taking the course as it is established.

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2. [REDACTED] asked what had been done about putting across to the divisions the career service information obtained at the conference on 3 August. It was decided that each division should have a meeting of its entire staff to discuss career service. These meetings may be postponed until the minutes of the 3 August conference becomes available.

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3. [REDACTED] suggested that guidance on use of the Fitness Report was needed, although at the 3 August conference it was said that no guidance was needed. It was agreed that the staff meeting group should have a special meeting to discuss Geographic Area policy on the Fitness Report.

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[REDACTED] commented that he thought the success of the career service program may depend on how the Fitness Report is handled and accepted.

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[REDACTED] said that all Fitness Reports in the Geographic Area will be shown to the individuals involved. It was suggested that all portions not applicable to the job of the individual being rated should be marked out. It was suggested that some administrators would like to have these reports encoded on IBM cards and be able to make decisions on promotions by a machine run. There was some discussion as to whether the program will have much effect on people in the DD/I area, as it seems to be set up for the DD/P side.

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4. [REDACTED] reported that [REDACTED] is working up an unclassified project for the pool of uncleared clerical personnel.

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25X1A9A 8. [ ] asked if D/GC will do a staff study on project [ ] said that no staff study was involved. D/GC will merely file the materials left over from the project.

25X1A9A 9. [ ] reported meetings with JCS last week. He will get extra copies of the organization chart of the Joint Staff of JCS.

25X1A9A 10. [ ] commented that Major Chappus of SAC conferred with him last Thursday. The Major was apparently sent to Washington to find out whether the geodesist or the guided missile is ahead at the moment. He conferred [ ] said that he told Major Chappus that the best results might be obtained by formally requesting a summary of the guided missile and geodetic research situation through RDB or some other office.

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25X1A9A 13. [ ] reported that at a special meeting called by the AD last week, the problem of keeping a full staff was discussed. St/A has a theory that two or three people should be in process for each vacancy. The [ ] said that we do not need two people in process for each vacancy but we should have no empty slots. We could possibly overencumber to some extent but only in cases that permit flexibility of assignment. Very full attention must be given to keeping all slots filled as there may be a cut in unencumbered slots. [ ] emphasized that extreme care is necessary to avoid commitments to prospective employees that cannot be fulfilled. [ ] said that St/A permits him to hire for [ ] slot but that a wholesale transfer of people on paper is involved.

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Och/G/RR:HGR:jmd

Distribution:

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